

From Interview to Hire



Course Number:	NC 301	Scheduled Sessions:
Cost Per Person:	No Charge/Participating, \$188/Non-Participating	July 26, 2017
Eligibility:	Managers & Supervisors	October 10, 2017
Instructor:	Hanson	November 28, 2017
Length:	8:30 am – 4:30 pm	February 7, 2018
Certificate Series:	Leadership Development Certificate	April 11, 2018
Location:	Hoover State Office Building, Level A Des Moines	June 19, 2018

Overview:

Almost everything in your agency depends upon the competency of your employees; therefore, the people you hire is critical to your success.

In this course, you will learn to develop a structured process to use in screening, interviewing, and hiring to ensure you find and start to retain the best employees available to you.

Objectives:

- Identify key interview procedures
- Develop an understanding of legal issues surrounding interviewing
- Develop behavioral interview skills
- Relate the overall hiring process to the interview process
- Understand how to make the best hiring decision
- Identify available resources for the various stage of hiring